

**MASSACHUSETTS RIGHT-TO-KNOW
TRAINING REQUIREMENTS for PUBLIC EMPLOYEES (454 CMR 21.07)**

Instruction or training shall include but not be limited to the following:

1. A detailed explanation of employee rights including:
 - a. Workplace notice;
 - b. Container labelling;
 - c. Access to chemical Safety Data Sheets (previously called MSDS);
 - d. Annual and new hire training.
2. Explanation of specific substances used, handled or stored in the workplace, and proper handling, including protective equipment, work practices and standard procedures.
3. Introduction to a chemical Safety Data Sheet for a product used in that workplace, with particular attention to these sections:
 - a. Product name
 - b. List of ingredients and percentages;
 - c. Health information;
 - d. First aid procedures;
 - e. Fire and explosion hazards;
 - f. Employee protection and safe handling and storage.
4. Explanation of Label requirements, including new GHS pictograms:
5. Employers shall maintain a record of training or instruction given to employees. This record, at a minimum, shall describe the instruction or training, the date or dates on which it was given, the names of the employees and the person giving the training or instruction. These records shall be maintained by the employer for the duration of each employee's employment and shall be made available to the Commissioner or the Commissioner's representative.